

**Agency Activity Inventory**  
**by Agency**  
**Appropriation Period: FY 2008-09**

**Agency:** E12 - Comptroller General

**Functional Group:** Legislative,  
Executive &  
Administrative

## 121    Statewide Payroll

Processes payroll for approximately 50,000 state employees in 75 agencies and for the independent Lottery Commission. The gross annual payroll processed is approximately \$1.7 billion. Processes 935,000 changes to individual payroll records annually, and administers the U.S. Savings Bond Program for all State agencies. Calculates net payroll each payday, remits all payroll deductions (including court ordered deductions), collects and remits employer contributions for FICA and the Retirement Systems. Prepares all payroll related reports and tax returns on a payday, quarterly, and annual basis, issues W-2 and Form 1099 information returns (to recipients and income tax authorities). Enabling legislation §8-11-35, §8-11-70, §8-11-75, §8-11-80, §8-11-83, §8-11-90, §8-11-91, §8-11-01, §8-11-93.

**Statewide Result Area:** Strengthen central state government and other governmental services

**Strategy:** Provide Accountability to the citizens of South Carolina in all State Government Services.

### FY 2008-09

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$589,273	\$558,396	\$0	\$0	\$0	\$30,877	10.50

**Other Fund - Subfund No & Title:**

3035 Operating Revenue

**Budgetary Program No.:** II.

**Expected Results:**

Employees must be paid on a precise twice-a-month schedule. Deductions must be remitted within 24 hours of each payday. Withholding tax deposits and returns must be processed according to mandated deadlines to avoid penalties. The US Saving Bond Program is to be administered through statewide automated purchasing system. Retirement System, W-2, and Form 1099 reporting information must be timely and accurate.

**Outcome Measures:**

Agency has never missed a payroll deadline. Agency has always disbursed deductions within established deadlines. Maintained employee payroll deduction files and made all savings bond purchases on time. Agency has never incurred penalties for late deposits or untimely filings.

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## 122    Statewide Accounts Payable

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Processes approximately 1.4 million requests for payments each year from 75 state agencies. Determines compliance with state laws and regulations. Reviews payment requests, certifies warrants for approved payments to the State Treasurer on a daily basis, maintains over 115,000 centralized vendor files to ensure accuracy with historical data, and prepares approximately 12,450 Form 1099's for income tax authorities. Administers the statewide Purchasing Card Program. Enabling legislation §11-3-130, §11-3-170, §11-3-185.

**Statewide Result Area:** Strengthen central state government and other governmental services

**Strategy:** Provide Accountability to the citizens of South Carolina in all State Government Services.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$838,393	\$753,015	\$0	\$0	\$0	\$85,378	15.50

**Other Fund - Subfund No & Title:**

3035 Operating Revenue

**Budgetary Program No.:** II.

**Expected Results:**

Limit the average turnaround for approval of payment requests to no more than four business days. Increase usage of the Visa Procurement Card, to reduce the volume of individual disbursement requests and increase financial rebates to the State. Promote the statewide Purchasing Card Program while developing stronger safeguards against improper use.

**Outcome Measures:**

Average turnaround time is 3.45 business days for payment processing. Total Purchasing Card Program rebate received in 2007 was \$3,820,501.

**Agency:** E12 - Comptroller General

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**123 Information Technology**

Provides information technology application development, maintenance, production control, local area network (LAN) and PC support services for the Comptroller General's Office. Develops applications for statewide accounting and payroll, Optional Retirement Program (ORP), and internal agency administration. Provides LAN/PC support by maintaining and installing new servers, workstations and peripherals, and maintaining the agency WEB site, our primary means of promulgating accountability guidelines to state agencies. Supports the SCEIS project team in integrating SAP software. Enabling legislation H.R.J. 3799, 2005 SC Acts 151

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**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$917,211	\$775,082	\$0	\$0	\$0	\$142,129	12.00

**Other Fund - Subfund No & Title:**

3035 Operating Revenue

**Budgetary Program No.:** IV.

**Expected Results:**

Meet information technology needs to management's satisfaction. Develop new applications and/or modification of existing applications that are identified as necessary to meet agency program requirements. Complete and distribute all production processing for STARS agencies and the Comptroller General's Office as scheduled. Receive no exceptions from office's annual EDP audit. Perform activities at a cost that compares favorably with the estimated cost of contracting with private industry or other State agencies. Support the SCEIS Financial Blueprint integration.

**Outcome Measures:**

Met all requested development and maintenance needs of the office. Developed the STARS/SAP interface to be used until SCEIS is fully implemented. Converted seventeen agencies to the SCEIS system. Updated the agency WEB site to allow for more interactive use by agencies communicating with the Comptroller General's Office. No audit exceptions were received from annual EDP audit performed as part of the statewide audit. The costs for all IT activities compared favorably to the estimated cost of contracting for these services from either the Budget and Control Board - CIO or through private services available on the State's contract for IT personnel.

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## 124 Statewide Financial Reporting

Provides centralized reporting of the State's financial activities in accordance with the program structure mandated by the General Assembly, Generally Accepted Accounting Principles (GAAP), and the Governmental Accounting Standards Board (GASB). Provides timely, accurate statewide financial data needed by State government and by external parties including national bond rating services, potential bond investors, other State creditors, citizen groups, and agencies of the Federal government. Enabling legislation §11-3-170, §11-3-175, §11-3-185, Annual Appropriation Act, Part1B, Section 59

**Statewide Result Area:** Strengthen central state government and other governmental services

**Strategy:** Provide Accountability to the citizens of South Carolina in all State Government Services.

**FY 2008-09**

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Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$491,771	\$383,755	\$0	\$0	\$0	\$108,016	11.00

**Other Fund - Subfund No & Title:**

3035 Operating Revenue

**Budgetary Program No.:** III.**Expected Results:**

Produce the State's Comprehensive Annual Financial Report (CAFR) in accordance with GAAP, implementing all new accounting standards required by the GASB. Receive Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the CAFR. Produce General Fund bond statements and other reports as necessary to use in selling the State's bonds.

**Outcome Measures:**

Received an unqualified audit opinion on the CAFR. Earned the Certificate of Achievement for Excellence in Financial Reporting for the CAFR. Received national recognition for best improvement in time required to prepare and issue CAFR during past five years. Produces the first Popular Annual Financial Report (16 pages) and Citizens Report (4 pages). Received GFOA's PAFR award. Produced timely and readable bond statements that were used in numerous bond offerings.

**Agency:** E12 - Comptroller General**Functional Group:** Legislative,  
Executive &  
Administrative**125 Statewide Accounting Services**

Provides statewide accounting services for State financial activities. Maintains a data center for financial documents (e.g. STARS input, payroll) submitted by agencies to the Comptroller General's Office for verification and processing. (Documents received by the data center support the State's financial activities.) Administers the Unemployment Compensation Fund for State employees. Enabling legislation §11-3-50, §8-11-35 (D), Annual Appropriation Act, Part1B, Section 72, 72.36

**Statewide Result Area:** Strengthen central state government and other governmental services**Strategy:** Provide Accountability to the citizens of South Carolina in all State Government Services.**FY 2008-09**

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$497,312	\$413,429	\$0	\$0	\$0	\$83,883	11.00

**Other Fund - Subfund No & Title:**

3035 Operating Revenue

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**Budgetary Program No.:** V.

**Expected Results:**

Develop and maintain statewide accounting policies and procedures for state agencies. Provide technical assistance to agencies. Monitor agencies' financial activities to ensure compliance with the annual Appropriation's Act. Distribute reports on financial activity to agencies daily, weekly, monthly, and yearly. Respond to requests for information by the General Assembly, federal agencies, media, auditors, and citizens. Prepare reports required by the General Assembly, such as the Dual Employment Report and the State Travel Report. Retain documents in accordance with the Public Records Act and established records retention schedules. Ensure that documents are available when requested by auditors, legislators, media, or other appropriate parties.

**Outcome Measures:**

Set up 100% (6,135) of the accounts required to account for the state's financial activities in accordance with the annual Appropriations Act. Monitored and accounted for \$46.7 billion of financial transactions in accordance with the Appropriations Act. Promulgated policies and procedures to state agencies via agency web site. Distributed approximately 3,500 accounting reports to state agencies. Responded to 435 requests for information from the General Assembly, media, auditors and others. Processed and warehoused over 6.7 million documents in accordance with the State's Public Records Act and the Department of Archives and History's records retention schedules.

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**126 Administrative Services**

Provides executive leadership, financial services, coordination of agency wide activities, communications, media relations, administrative support and legislative liaison activity to support the agency's functions. Processes employee benefits for Aid to Subdivisions (County Auditors & Treasurers), disburses salary supplements to county officials in accordance with the Appropriations Act. Enabling legislation Art. VI § 7 SC Constitution, §11-3-240, Annual Appropriations Act, Part1B, Section 69A.1

**Statewide Result Area:** Strengthen central state government and other governmental services

**Strategy:** Administration

**FY 2008-09**

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$545,063	\$415,346	\$0	\$0	\$0	\$129,717	7.00

**Other Fund - Subfund No & Title:**

3035 Operating Revenue

**Budgetary Program No.:** I.

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**Expected Results:**

Provide procurement, financial, and administrative support services for the agency. Provide payroll and benefits system for office staff; coordinate staff development and training. Strive for no audit exceptions in the areas of insurance, procurement, personnel, and finance.

**Outcome Measures:**

Maintained and provided payroll and insurance records for all employees and for County Auditors and Treasurers. Disbursed 100% of required salary supplements to county officials. Provided information for all EPMS reviews, reclassifications, performance appraisals and increases for covered positions. Received no audit exceptions in the areas of insurance, procurement and personnel, and finance.

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**AGENCY TOTALS**

*Comptroller General*

<b>TOTAL AGENCY FUNDS</b>	<b>TOTAL GENERAL FUNDS</b>	<b>TOTAL FEDERAL FUNDS</b>	<b>TOTAL OTHER FUNDS</b>
\$3,879,023	\$3,299,023	\$0	\$580,000
	<b>TOTAL HEALTH/NON-RECURRING FUNDS</b>	<b>TOTAL CAPITAL RESERVE FUNDS</b>	<b>TOTAL FTEs</b>
	\$0	\$0	67.00